

**Georgia Division of Family & Children Services
TANF SUPPORT SERVICES CHECK REQUEST**

_____ COUNTY DFCS

DATE: _____

TO: **REGIONAL ACCOUNTING: #** _____

FROM: _____, TANF CASE MANAGER

MONTH/YEAR OF SERVICE: _____

AMOUNT: \$ _____

VENDOR/ADDRESS: _____

CUSTOMER SOCIAL SECURITY NUMBER: _____

PROGRAM NUMBER (UAS): _____

CUSTOMER/ADDRESS: _____

MAIL TO: ☐ CUSTOMER

☐ VENDOR

☐ MAIL TO DFCS OFFICE

FOR VENDOR PAYMENTS, PLEASE PRINT INVOICE NUMBER ON CHECK PAYMENT, IF INDICATED BELOW:

INVOICE#: _____

Service Month	Purpose of request:	Amount	Entitlement Code

☐ **527 TANF EMPLOYMENT SERVICES**

☐ 16 RECIPIENT TRANS (\$350 MAX PER PARTICIPATN PER MONTH)-TANF EMPLOY SERV

☐ 21 ADULT EDUC/GED/TUITION-TANF EMPLOY SERV

☐ 22 OTHER TUITION-TANF EMPLOY SERV

☐ 26 RECIPIENT INCIDENTALS-TANF EMPLOY SERV

☐ 37 REG/TESTING FEES-TANF EMPLOY SERV

☐ 38 REQUIRED WEARING APPARAL-TANF EMPLOY SERV

☐ 39 BOOKS/TOOLS/SUPPLIES (\$500 PER PARTICIPATION) -TANF EMPLOY SERV

☐ 40 OCCUP LIC FEES (\$300 PER PARTICIPATION) -TANF EMPLOY SERV

☐ 46 APPLICANT TRANS (\$5 PER DAY, \$350 MAX PER PARTICIPATION PER MONTH), -TANF EMPLOY SERV

☐ 66 APPLICANT INCIDENTAL-TANF EMPLOY SERV

☐ _____

☐ **528 WORK SUPPORT PAYMENTS/TRANSITIONAL SERVICES**

☐ 14 TRANS SHELTER ASSISTANCE (ONE-TIME PAYMENT FOR ESSENTIAL UTILITY UP TO \$1500)

☐ 36 TSS RECIP TRANSPORT - WORK SUBSIDY

☐ 45 TSS RECIP INCIDENTAL- WORK SUBSIDY

☐ 48 TSA RECIP RENTAL DEPOSIT (ONE-TIME PAYMENT FOR PERM HOUSING UP TO \$1500)

☐ 55 TSS APPLICANT TRANSPORT (\$5 PER DAY, \$350 MAX PER PARTICIPATION PER MONTH) -WORK SUBSIDIES

☐ 59 EMPLOYMT INTERVENTION SERV (ONE-TIME LUMP SUM EQUIV TO 4 TIMES MAX BENEFIT) -WORK SUBSIDIES

☐ 65 TSS APPLICANT INCIDENTAL-WORK SUBSIDIES

☐ 98 WORK SUPPORT PYMTS-\$200- WORK SUBSIDIES

☐ _____

ATTACH GATEWAY SCREEN PRINTS: (Residential Address, Demographic Screens, AND ES Support Service screens)

CASE MANAGER'S SIGNATURE/DATE

SUPERVISOR'S SIGNATURE/DATE

CASE MANAGER'S PRINTED NAME

SUPERVISOR'S PRINTED NAME

TANF Support Services Check Request

The TANF support services check request is a uniform method to request support payments statewide. During Gateway conversion it has been necessary to manually request and process support services through Region Accounting offices. The TANF Support Services Check Request form has been approved to for use statewide and each RA office has been notified.

This form can be used to request support services as a last resort if support services are unable to be entered in Gateway directly.

Complete all the information at the top of the form.

Enter the service month, purpose of request, amount requested and entitlement code in the block in the middle of the form. There may situations that the service months will not be the same. For example, travel reimbursement is paid for the prior month, but WSP is paid for the current the month.

Check the appropriate UAS and entitlement code descriptions. For each UAS code section there is a blank line available for an additional entitlement code that can be entered manually.

Case manager and supervisor signature and date is required.

Submit to regional accounting office and scan copy to WEC.